Approved For Release 2006/05/24: CIA-RDP70-00211R000900060049-2

Report for Week Ending 13 February 1957 from Records Disposition Branch

	Project 6-40 - Office of Central Reference Continuing to assist the Acquisition Branch, Library Division to retire or destroy their inactive records. As of this date, a total of 763 cubic feet have been retired and 194 cubic feet have been destroyed. Project is 62% complete.	25X1
25X1	Project 6-70 - Cable Secretariat	
	No change from previous report. Project is 80% complete.	
25X1	Project 6-81 - Office of Logistics No change from previous report. Project is 60% complete.	
25X1	Project 6-82 - Audit Staff The records control schedule is in the process of being revised. Project is 50% complete.	
	General Information During the past week the ONE Staff disposed of 20 cubic feet of records through either destruction or retirement in accordance with the Records Control Schedule. Through the application of the exception granted by Security which permits recording of classified documents for destruction by groups rather than individually, the Information Control Staff was able to dispose of its backlog within a very short time. At the end of each calendar year ONE analysts are requested to screen their working files to remove material no longer required for current reference. This process complies with the disposition instructions contained in the control schedule and through the cooperation of the analysts they are able to reduce their files to a minimum working capacity.	
	The retirement of records from the Office of General Counsel has begun. Twelve cubic feet of records is anticipated which will include a large number of T. S. documents.	
		25X1

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Report for Week Ending 13 February 1957 from Forms Management Branch

1. Statistical Summary

COMPLETED ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL	
NEW REVISION REPRINT	<u>3</u>	3 <u>4</u>	1 4 7	2 2 33	6 6 <u>47</u>	253,130 95,000 949,500
TOTAL	3	7	12	37	5 9	1,297,630

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- 2. Final Clearance of "Transmittal of Inactive Project File, Form No. 1096"

 25X1 The second proofs have just been received as finally approved from the DD/P Area on this form. Initial clearance on this form through this Branch was made on 18 October 1956. Most of the time taken up so far in getting this form out has involved getting clearance on copy from the OPI.
 - 25X1 3. Developes new "Request for Extra Dissemination of 00/C Reports," Form No. 1171

 This form, previously printed as bootleg edition by 00/C, has been completely revamped from an inefficient "mimeograph job" to a form lending itself to much easier and faster initial preparation in the Headquarters Office. Simplification in the design of this form has not only increased its efficiency but has enhanced its general appearance. Substantial savings in man-hours accure in 00/C from this revision. Auto typing time 2070;

25X1 4. "Fitness Report" Delivered _____ - Two hundred copies of the revised Fitness Report to be used for testing purposes were delivered to Office of Personnel today.

Statistical Summary

PENDING ACTIONS SUMMARY

TYPE	DD/I	DD/P	DD/S	STOCK	TOTAL
NEW REVISION	2	1	12 10	2	15 12
REPRINT TOTAL	$\frac{1}{3}$	1	$\frac{1}{23}$	<u>3</u> 5	<u>5</u> 32

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